Email:

1. What should you use your work computer to do? Why?
2. Do workplaces track digital communications? Why?
3. What is an email signature? Why should one provide a phone number in an email signature?

Debate

1. Why do we debate or argue on a daily basis?
2. What do you argue with others about? Why
3. Who do you have trouble discussing topics with? Why?
4. Why is it important to stay calm during a professional conversation at work? Do people get angry at work?

Podcast

1. What is a podcast?
2. Why would you create a vodcast/podcast in a business environment? Give two reasons.
3. How do you upload video to the internet?

Blog

1. What is a blog?
2. Explain two reasons to use a blog in the workplace?